

**NAVAL BASE VENTURA COUNTY
HOUSING SPECIAL REQUEST/ COMPLAINT FORM**

(Please Note: The Housing Office may not be able to keep your complaint confidential)

Your request for an exception to the policy must be signed and verified by you Commanding Officer or Command Master Chief prior to submittal to the Family Housing Office for review.

NAME: _____
ADDRESS: _____
COMMAND: _____

RANK/ RATE: _____
HOME PHONE: _____
WORK PHONE: _____

Request the following exception to the Family Housing policy at Naval Base Ventura County.

(PLEASE NOTE: You may continue on the back of this form or provide additional sheets of paper. The Family Housing Office has five to seven days from the receipt of this request to respond.)

SIGNATURE: _____

DATE: _____

NOTE: If the spouse submits the above request, a Power of Attorney must be attached.

To: Naval Base Ventura County, Family Housing Office

DATE: _____

SIGNATURE OF CO/ CMC (ONLY): _____

From: Family Housing Office, Naval Base Ventura County, Port Hueneme 93041

To: _____

Via: _____

Your Request is () APPROVED () DISAPPROVED () FORWARDED in accordance with the following:

HOUSING REPRESENTATIVE SIGNATURE: _____

DATE: _____

UPDATED FORM AS OF 25 MAY 2006